



DEVELOPMENT SERVICES TECHNICIAN

Salary: \$4,165 - \$5,320/month, plus benefits

Deadline for applications: 5:00 p.m. on Friday, November 17, 2006

ABOUT THE POSITION:

The City of Morgan Hill is looking for energetic and results-oriented individual to fill a Development Services Technician position. This position supports the Planning and Building Divisions by serving as the initial source of information on applications, procedures and policies for the Community Development Department.

The Development Services Technician is the entry level and paraprofessional classification, performing a variety of duties and providing service to the public at the Community Development counter. The incumbent will possess excellent customer service skills and the ability to deal successfully with developers, contractors, property owners, and the general public in face-to-face situations at the counter and over the phone.

THE IDEAL CANDIDATE

We are looking for candidates with:

- Knowledge of basic principles of planning, zoning and building functions with regard to regulation of land use development in compliance with applicable codes; use of GIS analysis and mapping techniques; techniques of displaying and interpreting statistical data by charts, graphs and reports; and fundamental math.
- Skill in dealing tactfully and effectively with personnel from other agencies, public officials, other employees and the public and use of personal computers to create, use and maintain word processing documents, databases and spreadsheets for use in analyzing and displaying information.
- Ability to prepare graphics such as those necessary for public review of land use proposals; review and analyze proposals submitted as to technical compliance and workability; write and communicate concisely and effectively; establish and maintain effective working relationships with others; understand and carry out oral and written instructions; organize and prepare clear and concise reports in a non-bureaucratic style; exercise responsibility to work with limited direction; and work in a team environment.

QUALIFICATIONS

- A combination of education and experience substantially equivalent to that obtained by acquiring an A.A. or similar two year degree with emphasis in the field of city planning, environment studies, building construction technology, geography, computer Geographic Information Systems (GIS) and database use and maintenance, architecture, public administration, or a closely related field.
- Six months of municipal or closely related planning, zoning and/or building permit review/plan check experience. Additional planning or building experience may be substituted for up to one-half of the required education.
- Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
- Knowledge of computers including word processing software, spreadsheets, databases, and GIS/AutoCAD is highly desirable.
- Any I.C.B.O. certifications are highly desired.

BENEFITS

Depending on your number of dependents the health allowance ranges from \$575 to \$1,143 per month for medical and dental premiums. Other benefits include optional vision insurance, City-paid life, short-term and long-term disability insurance policies and City-paid employee assistance program. Other benefits include a 9/80 work schedule, tuition reimbursement and educational incentive pay, 5% bilingual pay for certified working knowledge of Spanish and American Sign Language, participation in a deferred compensation program, and City-paid PERS 2.5% at 55 retirement plan with the City paying 7% of the employee contribution. Annual vacation ranges from two to four weeks, depending on years of service.

APPLICATION PROCESS

Applicants must submit a completed City application form and resume to be considered for this position. To request a City application form, please call the Job Hotline at (408) 779-7276 or visit our website at <http://www.morgan-hill.ca.gov>. **Deadline for applications: 5:00 p.m. on Friday, November 17, 2006. Postmarks will not be accepted.**

Submit Application Materials to:
City of Morgan Hill
Human Resources
17555 Peak Ave
Morgan Hill, CA 95037

Note: Final candidate is required to pass a post-offer medical examination, drug screen and criminal background check, given at the City's expense prior to appointment. Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership.

The City of Morgan Hill Supports Workforce Diversity. All Qualified Candidates are encouraged to apply. Please contact Human Resources at (408) 779-7278 if special accommodation will be needed during the selection process.